

State of Hawaii  
Department of Public Safety  
Corrections  
Intake Service Center Division  
Maui Office

## **Request for Proposals**

**RFP No.: PSD 08-ISC-18**

# **PROMOTING REENTRY OPPORTUNITIES THROUGH COMMUNITY TRANSITION FOR PRETRIAL FEMALE DETAINEES ON MAUI**

May 30, 2008

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

May 30, 2008

**REQUEST FOR PROPOSALS  
FOR  
PROMOTING REENTRY OPPORTUNITIES THROUGH COMMUNITY  
TRANSITION FOR PRETRIAL FEMALE DETAINEES ON MAUI  
RFP No. PSD 08-ISC-18**

The Department of Public Safety, Intake Service Center Division, is seeking qualified providers in providing reentry program services for pretrial female detainees at Maui Community Correctional Center. The initial contract term will be for a 12 month period, tentative start date July 1, 2008, with the option to extend for one additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the provider and prior written mutual consent. Total funding for this project for fiscal years 2008 and 2009 is estimated at \$140,00.00 for each fiscal year.

The target population are pretrial female detainees in need of reentry program services who are not likely to pose a flight risk to public safety if released, and will appear for Court hearings

Intake Service Center Division – Maui Office will conduct a non-mandatory orientation meeting on **June 4, 2008** at 2:00 PM at 1797 Wilipa Loop, #1, Wailuku, Hawaii 96793, contact person: Mr. Wayne Matsuda, telephone number (808) 243-5008

Written questions shall be sent to Department of Public Safety, Administrative Services Office – Purchasing and Contracts Section, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814; faxed to the attention of Mr. Marc Yamamoto at (808) 587-1244; or e-mailed to [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov) no later than the close of business, **June 6, 2008**. All written questions will receive a written response from the State on or about **June 10, 2008** in the form of an addendum.

Proposals shall be mailed, postmarked by the United States Postal Service on or before **June 16, 2008**, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on **June 16, 2008**, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

<b>NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) Copies</b>
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ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **June 16, 2008** and received by the state purchasing agency no later than 10 days from the submittal deadline.

### **All Mail-ins**

Department of Public Safety  
Administrative Services Office – Purchasing and  
Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

### **RFP COORDINATOR**

Marc Yamamoto  
For further info. or inquiries  
  
Phone: 587-1215  
Fax: 587-1244

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), June 16, 2008**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **June 16, 2008**.

### **Drop-off Sites**

#### **Oahu:**

Department of Public Safety  
Administrative Services Office – Purchasing and  
Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### I. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	<u>May 30, 2008</u>
Distribution of RFP	<u>May 30, 2008</u>
RFP orientation session	<u>June 4, 2008</u>
Closing date for submission of written questions for written responses	<u>June 6, 2008</u>
State purchasing agency's response to applicants' written questions	<u>June 10, 2008</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>June 13, 2008</u>
Proposal submittal deadline	<u>June 16, 2008</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>June 20, 2008</u>
Final revised proposals (optional)	<u>June 23, 2008</u>
Proposal evaluation period	<u>June 18 – 27, 2008</u>
Provider selection	<u>June 27, 2008</u>
Notice of statement of findings and decision	<u>June 30, 2008</u>
Contract start date	<u>July 1, 2008</u>

## II. Website Reference

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://www.spo.hawaii.gov)

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

### Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at [www.hawaii.gov](http://www.hawaii.gov))

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://www.hawaii.gov/tax/">http://www.hawaii.gov/tax/</a> click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://www.capitol.hawaii.gov/">http://www.capitol.hawaii.gov/</a> click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://www.hawaii.gov/dcca">http://www.hawaii.gov/dcca</a> click "Business Registration"
11	Campaign Spending Commission	<a href="http://www.hawaii.gov/campaign">www.hawaii.gov/campaign</a>

## III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

## IV. RFP Organization

This RFP is organized into five sections:

**Section 1, Administrative Overview**--Provides applicants with an overview of the procurement process.

**Section 2, Service Specifications**--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

**Section 3, Proposal Application Instructions**--Describes the required format and content for the proposal application.

**Section 4, Proposal Evaluation**--Describes how proposals will be evaluated by the state purchasing agency.

**Section 5, Attachments** --Provides applicants with information and forms necessary to complete the application.

## **V. Contracting Office**

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

### **Mr. Wayne Matsuda**

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Department of Public Safety  
Maui Intake Service Center  
1797 Wilipa Loop, #1

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Wailuku, Hawaii 96793

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Phone (808) **243-5008** Fax: (808) **243-5108**

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## **VI. Orientation**

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** **June 4, 2008** **Time:** **2:00 pm to 3:00 pm, HST**

**Location:** **Maui Intake Service Center**  
**1797 Wilipa Loop, #1**  
**Wailuku, Hawaii 96793**

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Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the

orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

## **VII. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** **June 6, 2008** **Time:** **4:30 pm HST**

State agency responses to applicant written questions will be provided by:

**Date:** **June 10, 2008**

## **VIII. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
- 5. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)
- F. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

- G. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

- H. Proposal Submittal** – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

**Facsimile or e-mailed proposal submittals shall not be accepted.**

Applicants shall submit one (1) original, three (3) copies and one (1) electronic copy on CD.(MS Word or Adobe pdf formats are acceptable).

## **IX. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably

susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **X. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIV. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

**XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

**XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

**XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Clayton A. Frank	Name: May Kawawaki Price
Title: Director	Title: Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: same as above	Business Address: same as above.

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

**XXI. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

**XXII. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

**INSURANCE REQUIREMENTS**

The Provider shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the Provider and his subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the Provider providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, Provider may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy or policies are in addition to the Provider's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the Provider, including its subcontractor(s) where appropriate.

<b><u>Coverage</u></b>	<b><u>Limits</u></b>
Commercial General Liability (occurrence form)	\$ 2,000,000 for each person for each occurrence for bodily injury and property damage.

The Commercial General Liability insurance policy required of the Provider, including any subcontractor's policy, shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Public Safety, Planning, Programming and Budget Office—Purchasing and Contracts, 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814."
2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire selection term, including all extended periods if exercised.

The Provider agrees to deposit with the State of Hawaii certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this agreement have been complied with and to keep such insurance in effect and the certificate(s) therefor on deposit with the State during the entire term of this agreement, including those of its subcontractor(s), where appropriate. Upon request by the State, Provider shall be responsible for furnishing a copy of the policy or policies.

Failure of the Provider to provide and keep in force such insurance shall be regarded as material default under this agreement, entitling the State to exercise any or all of the remedies provided in this agreement for a default of the Provider.

The procuring of such required insurance shall not be construed to limit Provider's liability hereunder nor to fulfill the indemnification provisions and requirements of this agreement. Notwithstanding said policy or policies of insurance, Provider shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this agreement.

### **XXIII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website

Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**

## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Overview, purpose or need**

The Department of Public Safety, Intake Service Center Division (PSD-ISC), is seeking providers interested in providing program services for pretrial female detainees at Maui Community Correctional Center (MCCC).

##### **B. Planning activities conducted in preparation for this RFP**

The PSD-ISC issued a request for information on January 28, 2008, with an informational meeting at the Maui Intake Service Center on February 15, 2008. There was one vendor present at the meeting, with another arriving after the conclusion of the meeting.

The questions received as a result of the informational meeting are presented in Appendix A of this RFP.

##### **C. Description of the goals of the service**

Extensive research has shown that criminogenic risks and needs of female offenders differ greatly from those of male offenders. Correctional facilities, however, often lack the resources and programs to adequately address the risks and needs of female offenders. The lack of resources is even more acute in the female pre-trial population as programs and services for pre-trial offenders takes a back seat to programming for sentenced offenders. Consequently, when female offenders leave the correctional facility, they are often laded with many unresolved issues in addition to a general lack of knowledge of community resources. The goal of this program is to improve outcomes for female offenders through the provision of gender specific educational and therapeutic programs and services in a safe social environment.

##### **D. Description of the target population to be served**

The target population shall be pre-trial female detainees at the Maui Community Correctional Center.

##### **E. Geographic coverage of service**

Services shall be provided on the island of Maui.

**F. Probable funding amounts, source, and period of availability**

Funding for these services are for the fiscal years 2008 and 2009, in the amount of \$140,000.00 per fiscal year and subject to availability beyond June 30, 2008.

**II. General Requirements****A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. Applying agencies shall have licenses and certificates, as applicable, in accordance with federal, state, and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. Applying agencies must have demonstrated competence or qualifications to perform required services.
3. Applying agencies must have an accounting system with acceptable accounting practices and standards.
4. Proposed services must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage as applicable.
5. Applying agencies shall submit in a timely manner upon request by the PSD, any additional information needed by the PSD to make a decision on the applying agency's proposal. The PSD may request upon an oral discussion or presentation in support of the proposal.
6. Applying agencies shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in SPO website (See Section 5, Proposal Application Checklist, for website address).
7. Applying agencies shall incorporate and demonstrate knowledge and use of best practices/evidence based practices coupled with a clear understanding of the realities of women's lives, including the pathways women travel to criminal offending and the relationships and relationship issues that shape their lives. Best practices/evidence based practices are defined as a body of contemporaneous empirical research findings that produce the most effectual practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards. Best practices/evidence based practices should reference the use of a risk/needs assessment instrument. Applying agencies needs to describe

how it intends to assess offender risk and needs to target risk factors, how client motivational level will be measured and gauged to determine client readiness for diversion from incarceration. Instrument(s) to be used shall be identified and described. Applying agencies need to include evidence that staff is capable of utilizing best practices/evidence based practices that enhance motivation to facilitate changes in the offender's cognitive thinking processes.

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards: Not Applicable

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☒ Single term ( $\leq 2$  yrs) ☐ Multi-term ( $> 2$  yrs.)

Contract terms:

Initial term of contract: The initial term of contract shall be for a twelve month period, commencing on the start date indicated on the Notice to Proceed.

Length of each extension: Twelve (12) months

Number of possible extensions: One

Maximum length of contract: Twenty-four months

Conditions for extension: This contract may be extended for one additional twelve month period or portions thereof, without the necessity of rebidding upon mutual agreement in writing prior to the expiration of the contract, and subject to the availability funds.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc S. Yamamoto, Procurement & Supply Specialist IV  
 Department of Public Safety  
 Administrative Services Office  
 919 Ala Moana Boulevard, Room 413  
 Honolulu, Hawaii 96814

Telephone: (808) 587-1215  
 Facsimile: (808) 587-1244  
 e-mail: [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov)

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

Applying agencies shall provide the following services and activities directly or indirectly by entering into working agreements with other agencies. In general, all services have two following goals: 1) introduce females to formal treatment interventions and familiarize them with agencies that address issues that must be resolved if criminogenic risk is to be reduced, and 2) improve self esteem and self efficacy of females. All programs, activities, and services shall adhere to the “guiding principles” of gender specific programming.

**Cognitive Based Behavioral Intervention**

The Cognitive Based Behavioral Intervention Program shall provide strength based gender sensitive motivation enhancement education, services, and activities to enhance and increase client motivation to change. The program curriculum shall introduce client to an array of cognitive skills (e.g., relapse prevention, assertiveness training, etc.) and provide experiences for clients to integrate learned skills with individual behaviors and situations to reduce criminogenic risks. The curriculum shall begin to provide clients with an understanding of how self destructive and criminal behaviors are the result of dysfunctional thought patterns.

**Substance Abuse Program**

The Substance Abuse Program shall provide clients with a general understanding about the adverse consequences of substance abuse. The program shall introduce females to formal substance abuse treatment and provide them with opportunities to openly address and discuss their own substance abuse issues. Activities that encourage clients to recognize criminal and addictive behaviors in contrast to sober and acceptable behaviors shall be provided. The curriculum shall compliment the above Cognitive Based Behavioral Intervention Program by addressing client behaviors and changing client motivational levels and thought processes to bring about an increase in client self awareness and client coping repertoire. As needed, applying agency shall provide substance abuse assessments by a Certified Substance Abuse Counselor (CSAC).

**Trauma and Recovery Program**

The Trauma and Recovery Program shall introduce and familiarize females with various forms of abuse, general dynamics of abuse, and issues related to abuse. A primary objective of the program curriculum shall be to assist clients to make informed decisions as to whether they are or have been victims of abuse. Clients should begin to formulate an understanding of how their abuse issues are manifested in the various aspects of their life. Alternatives and resources to help females deal with issues arising from abuse as well as prevention of future situations of abuse shall be explored and discussed.

**Education /Pre-employment Training**

Applying agencies shall provide literacy skills to clients to improve female communication skills. Literacy level of females shall be assessed using the Comprehensive Adult Student Assessment Systems (CASAS) to determine student's educational diagnostic needs, certify proficiency, and placement student into proper learning level. Based upon the result of the CASAS, an individualized learner centered educational curriculum shall be developed to increase the client's reading, speaking, writing, listening, and observational skills. The program shall also provide with information on educational resources should clients wish continue with their educational pursuits following their release.

Applying agencies shall provide females with pre-employment training. General information related to improving the changes to secure stable and better paying employment shall be provided. The curriculum shall also provide education and assistance to clients in filling out job applications and developing personal resumes. In addition, clients shall be given instruction on

properly preparing for a job interview, and opportunities for clients to improve their interview skills shall be provided through mock interviews. Clients shall be provided with information about community based employment related resources.

### **Parenting Education Classes**

The Parenting Classes shall expose clients to healthy parenting practices. The program shall provide females with an overview of child development to assist clients to develop realistic expectations about child rearing and family situations. The curriculum shall provide education on stress reduction techniques, assertiveness training, and communication skills. Introduction and familiarization with community resources that provide family services shall be part of the curriculum.

### **Diversion Services**

Applying agencies shall record and monitor the progress of all females who receive its services. Should a female show significant progress and motivation for change, agency shall develop case plan with input from female's defense attorney and criminal justice agencies (Department of Public Safety, Prosecuting Attorney's Office). If a consensus can be reached that offender can be released into the community without undue risk of absconding and danger to the community, agency shall assist offender in the release process.

## **B. Management Requirements (Minimum and/or mandatory requirements)**

### **1. Personnel**

Because the clients under this contract are under the jurisdiction of the Department of Public Safety, the applicant shall employ staff members that are suitable to deal with the target population. The applicant and any service provider sub-contracted by the applicant shall not hire persons currently serving a criminal sentence(i.e. on furlough from a correctional facility, on probation, or on parole) as part of the Project PROTECT staff. Any employee with a criminal history shall be subject to review and approval by the Department.

### **2. Administrative**

- a. Applicants must operate their program in accordance with the rules, regulations and policies of the Department of Public Safety.

- b. Applicants must have the ability to supervise, train, and provide administrative direction relative to service delivery.
- c. Applicants and/or sub-contracted agencies shall inform and educate their employees of all Hawaii Revised Statutes that have reference to services and programs for female pre-trial detainees of the Department of Public Safety.

### **3. Quality assurance and evaluation specifications**

The Intake Service Centers Division Administrator (ISCDA) of the Department of Public Safety will monitor the applicant's compliance with the service specification mandates and evaluate services performed. The ISCDA, who may suspend or terminate services under the provisions of this contract, shall evaluate unacceptable practices or deviations from the service specifications. Prior to such suspension of the contract by the ISCDA, the applicant shall be allowed to make every effort to correct any perceived discrepancies and shall given reasonable time to do so. The ISCDA shall determine reasonable time.

### **4. Output and performance/outcome measurements**

Applicant shall provide a detailed description of its outcome and evaluation measures of effectiveness and should at a minimum include:

- Total number of offenders serviced
- Ratio of number of offenders serviced to number of offenders who qualify for services
- Number of offenders who attend each educational/treatment session
- Number of offenders who complete each service component
- Number of offenders who drop out of each service component
- Number of offenders who are diverted from pretrial incarceration
- Number of offender bed days saved as a result of diversion from pretrial incarceration
- Approximate cost savings to the State

## **5. Experience**

Applicants must be knowledgeable about the criminal justice system and possess knowledge about existing community resources that can provide services to the target population.

Applicants shall provide a detailed description of its qualifications, experience, and its track record in providing social services to the community in general and criminal justice populations specifically. This section shall include:

- List of experiences as a service provider in providing services to the female inmate population
- Lists of prior contracts with the public sector in providing services in the corrections field and a discussion of any difficulties or problems applicant has encountered
- List of community and government agencies with ties to the criminal justice field with which applicant has had formal working arrangement
- List of specialized training that staff has access to or has had to demonstrate experience and capability of utilizing gender specific best practices.

Applicant must demonstrate experience in integrated case management with regard to employment, substance abuse, mental health, and other types of social service agencies.

## **6. Coordination of services**

The applicant must demonstrate experience in coordinating services with a wide range of social services agencies which include but is not limited to private non-profit social service agencies, the Department of Health, the Department of Social Services, the Department of Labor and Industrial Relations, Labor Union training programs.

## **7. Reporting requirements for program and fiscal data**

Monthly activity reports, in a format to be approved by the Department, no later than the 15<sup>th</sup> of the month that summarizes the activities and the extent to which the performance/outcome measures have been met during the preceding month.

A final report that details the extent to which performance/outcome measures have been met for the duration of the project shall be submitted within 60 days after the end of each fiscal year. The final report shall contain a discussion of programs that were successful as well as a discussion of how the project can be improved.

**8. Pricing structure or pricing methodology to be used**

The Applicant shall submit an all-inclusive fixed price for all services specified herein, no additional compensation shall be considered. The Applicant shall include in its proposal its estimate of services it can provide with its proposed resources.

Services shall be for an estimated 20 to 30 female clients and include both individual and group sessions.

**9. Units of service and unit rate**

Not Applicable.

**10. Method of compensation and payment**

Provider shall submit One (1) original and Three (3) copies of their invoices on a monthly basis with its monthly activity report (as described in item 7 above) to the following address:

Mr. Wayne Matsuda  
Department of Public Safety  
Maui Intake Service Center  
1797 Wilipa Loop, Ste 1  
Wailuku, Hawaii 96793

**IV. Facilities**

Not applicable, services to be provided at Maui Community Correctional Center.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

1. List of experience as an agency in providing or coordinating substance abuse services for offenders;
2. List of experience as an agency providing services to offenders and their families.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services for offenders that includes a discussion of any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. List of experience as an agency in providing services that adhere to the principles of gender specific programming to female offenders;
6. List of experience in administering corrections related programs that utilize best practices;
7. Success applicant has had in recruiting and retaining quality staff; and
8. Applicant's current financial statement and any financial audits completed in the last three (3) years.

For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

**C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

**D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community and shall demonstrate that it is capable of developing memorandums of agreements with other agencies as necessary.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet the requirements, as applicable, and special equipment that may be required for the services.

**III. Project Organization and Staffing****A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

**B. Project Organization****1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services with specific attention given to the implementation and/or use of best practices and best practices in dealing with the female offender population.

## **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a complete description of services and activities proposed to provide a comprehensive program for pretrial female detainees. This section shall include, at a minimum, the following:

1. Program philosophy;
2. Program components;
3. Description of case management services, including record-keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of how the range of services, including elements and methods of treatment, will be provided for all the required services;
6. Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
7. Flexibility of treatment programs;
8. Description of on-site supervision of offenders.

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

### **B. Other Financial Related Materials**

#### **1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

### Proposal Evaluation

#### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

#### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		<b>100 Points</b>
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
<b>TOTAL POSSIBLE POINTS</b>		<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist.
- Registration to do business in the State of Hawaii.
- Certificate of Liability Insurance.

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

***Program Overview:*** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

##### 1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

##### A. Necessary Skills

**5 pts**

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

\_\_\_\_\_

##### B. Experience

**5 pts**

- Three (3) years of experience of providing services to the criminal justice offenders.

\_\_\_\_\_

\_\_\_\_\_

<b>C. Quality Assurance and Evaluation</b>	<u>5 pts</u>
<ul style="list-style-type: none"> <li>Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.</li> </ul>	<u>          </u>
<b>D. Coordination of Services</b>	<u>5 pts</u>
<ul style="list-style-type: none"> <li>Demonstrated capability to coordinate services with other agencies and resources in the community.</li> </ul>	<u>          </u>
<b>E. Facilities</b>	<u>0 pts</u>
<ul style="list-style-type: none"> <li>Adequacy of facilities relative to the proposed services.</li> </ul>	<u>          </u>

## 2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

<b>A. Staffing</b>	<u>8 pts</u>
<ul style="list-style-type: none"> <li><u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.</li> </ul>	<u>4</u>
<ul style="list-style-type: none"> <li><u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program.</li> </ul>	<u>4</u>
<b>B. Project Organization</b>	<u>7 pts</u>
<ul style="list-style-type: none"> <li><u>Supervision and Training:</u> Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.</li> </ul>	<u>4</u>
<ul style="list-style-type: none"> <li><u>Organization Chart:</u> Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.</li> </ul>	<u>3</u>

**3. Service Delivery (55 Points)**

The evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

• Program Philosophy	<u>5 pts</u>
• Program Components	<u>20 pts</u>
• Case Management Services	<u>10 pts</u>
• Description of Basic Services	<u>10 pts</u>
• Description of the Range of Services	<u>5 pts</u>
• Description of how the Service Provider will provide services to the fluctuating population needs	<u>5 pts</u>

**4. Financial (10 Points)**

- Adequacy of accounting system.
- Reasonableness of proposed budget, given resources and operational capacity.
- Financial stability of the applicant.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents

## Proposal Application Checklist

Applicant: \_\_\_\_\_ RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Proof of Liability Insurance	Section 1, RFP	Section 1, RFP	<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview .....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
A.	Necessary Skills .....	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities .....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
A.	Staffing.....	7
1.	Proposed Staffing.....	7
2.	Staff Qualifications .....	9
B.	Project Organization .....	10
1.	Supervision and Training.....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery .....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	

## **Section 6**

### **Appendix**

**APPENDIX A – QUESTIONS AND RESPONSES AS A RESULT OF THE RFI  
INFORMATIONAL MEETING HELD ON FEBRUARY 15,  
2008.**

# APPENDIX A

## Questions and Responses Resulting from the RFI Informational Meeting held on February 15, 2008

Question No. 1: Through these funds are salaries and fringe benefits an allowable cost?

*RESPONSE: Yes*

Question No. 2: Is the provision of support services directly to clients, an allowable cost? (Support services include costs for bus passes, pre-paid food cards, payment for driver's license fees, traffic fines, work clothing, child care, transportation assistance, school supplies for children, rental assistance, and other such costs.

*RESPONSE: No, services provided are for pretrial females detained at the Maui Community Correctional Center. Services are not for those already on supervised release.*

Question No. 3: Will funds be allowed for substance abuse assessments by a third party?

*RESPONSE: On an as needed basis.*

Question No. 4: Will funds be allowed for mental health assessments by a third party? Is mental health part of the scope?

*RESPONSE: While mental health services are not part of this contract, provider shall coordinate services for client as appropriate as part of its client's case management.*

Question No. 5: Will services be allowed in general to pre-trial females who are released into the community without going to trial and who may have supervision requirements?

*RESPONSE: See response to Question No. 2.*

Question No. 6: Will staff training be allowed?

*RESPONSE: Staff time for training related to provided services is allowed, however training fees shall not be charged to this contract.*

Question No. 7: May funds be used to contact with partners to teach parts of the curriculum not provided by staff or through in-kind services?

*RESPONSE: Subcontracting of services to qualified provided will be allowed, subject to the prior written approval by ISCDA.*